



Resolve a Duplicate Check in OTCnet

To resolve a duplicate check, complete the following steps:

1. Click **Cancel** to cancel the duplicate check. A *Cancel Check* dialog box appears.



Application Tip

Click **Accept** to continue processing the check. The *Login ID and Password* dialog box only appears if a **CCS** or **CCLO** is accepting a duplicate check for a **CCO**. If a **CCLO** scanned the check, additional authorization is not required.



Application Tip

Click **Edit MICR** to correct the MICR line. A **CCS** or **CCLO** must authorize a MICR line code correction.



Application Tip

It is important as the **CCS** or **CCLO** that if you opt to make a MICR code line correction that you look at the MICR line image closely to ensure all the characters are correctly entered in the Code line Correction box.

2. Click **Cancel** or **Cancel All**. A *Transaction cancelled successfully* dialog box appears.



Application Tip

Click **Cancel** to cancel the one duplicate check. Click **Cancel All** to cancel all pending checks in the batch.

3. Click **OK**. The *Check Scan – Perform Check Scan* page appears.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Previous** to return to the previous page.
- Click **Return to Home** to return to the OTCnet Home page.